

The Committee approved these minutes on May 19, 2004

**GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND
SERVICES FROM THE HANDICAPPED**

Minutes

April 26, 2004

F. Ray Power Building; Small Conference Room, Institute, WV

Attendance:

Committee: Lee Dixon, Chair; Dennis Miller, Linda Maniak, Donna Lipscomb, Scott Padon, Exec. Secretary; Brenda King, DRS

WVARF Staff: Chris Miller, Craig Greening, Ken Kennedy, Deana Thompson

Visitors: Tim Morris

Approval of Minutes:

MOTION: Everett Sullivan moved and Linda Maniak seconded that the minutes be approved. The motion passed.

Brenda King stated that in the future the minutes would be placed in draft format and sent to Committee members for review. Upon approval by the Committee, the minutes will then be shared with the public.

Financial Report – Brenda King: In order to remain within the Committee's administrative operating budget for this year, the Committee may have to transfer money from one line to another to cover costs with the remaining \$424.

Report of the Chair – Lee Dixon: DRS received a letter from Herb Adrian, Hampshire County Special Services Center (Center) clarifying that the Center had not removed itself from desiring to be contacted for possible State Use Program contracts. Craig Greening gave background information concerning the Center's past participation in the State Use Program. Committee members asked that the CNA now be aware of the Center's desire to be notified of possible contracts and be given an opportunity to show capability and capacity to be awarded a contract.

Report of the Executive Secretary – Scott Padon: Scott Padon offered, since he was going to be in the northern part of the state during the next few weeks, to attempt to meet with representatives at the Preston County Sheltered Workshop and the Hampshire County Special Services Center. Members encouraged him to do so.

Report of the Interim WVARF Executive Director – Deana Thompson: It was noted that the CRP previously known as the Wyoming County Sheltered Workshop Inc. has changed its name to Integrated Resources, Inc.

Progress on the web page continues. Terradon Communications has been contracted to complete a processes map of the WV ARF CNA framework. Work sessions are scheduled for April 27, 2004 and May 4, 2004.

The CNA staff is working on a draft of a fair and equitable distribution policy for the assignment of new State Use Program products and services.

The Committee was informed that the search for a new WV ARF Executive Director was underway. The position had been circulated to all WV ARF members first.

Complaints: Members were referred to the *WVARF04 COMPLAINT LOG FOR FY2004* which showed four minor complaints involving janitorial services with four different CRPs and at four different worksites. Craig Greening was investigating and remediating the situations where indicated. Members were also referred to the memorandum from Goodwill Industries of Kanawha Valley explaining its investigation into the complaint that a supervisor at the State Capitol complex was allegedly sitting and reading during work time. The memo stated the person observed doing this was not a Goodwill employee but a job coach from another agency who was to be assisting one of the workers in learning his/her job.

Tim Morris, Prestera Center, informed the Committee that Prestera has hired a Charleston area bottled water route supervisor. They have also identified space for the storage of water in Charleston. It is anticipated that Prestera will take over water delivery of several routes for Green Acres in Charleston in two to three weeks.

Non-reoccurring State Use Projects Reports – Craig Greening: Due to the policies mandated by the Purchasing Division, sales continue to remain low. It is anticipated that this report will eventually zero out.

Contract Presentation – Renewal – Ken Kennedy/Craig Greening (see handout): The Committee was presented information for use in determining the Fair Market Price (FMP) for the following contract renewals.

AGENCY	SITE	FMP	CRP
JANITORIAL SERVICES			
DOH, MCS&T	1. Charleston	\$1.65 \$75,478.33	Goodwill - Kanawha
DMV	2. 1606 Washington – Charleston	\$1.56 \$6,860.68	Goodwill - Kanawha

AGENCY	SITE	FMP	CRP
DMV	3. 1615 Washington – Charleston	\$1.56 \$9,622.98	Goodwill - Kanawha
DMV	4. Beckley	\$1.58 \$51,746.53	L. James Center
DMV	5. Bridgeport	\$1.72 \$12,025.10	Harrison Cty. SW
DMV	6. Elkins	\$1.72 \$18,514.33	Randolph Cty. SW
DMV	7. Huntington	\$1.60 \$10,338.76	Goodwill - KOWVA
DMV	8. Kanawha Mall	\$2.42 \$24,209.	Goodwill - Kanawha
DMV	9. Logan	\$1.59 \$10,503.14	Integrated Resources
DMV	10. Martinsburg	\$1.72 \$13,112.19	Job Squad
DMV	11. Winfield	\$1.47 \$14,105.11	Goodwill - Kanawha
DRS	12. Logan	1.97 \$5,003.72	Integrated Resources
MAPS	13. Regional Training Institute – Camp Dawson	\$1.43 \$72,424.54	Preston Cty. SW
Parkways	14. I-77 Welcome Center Princeton	\$ n/a \$128,313,64	Mercer Cty. Opportunity Inc.
Parkways	15. Administrative Bldg	\$1.24 \$17,770.40	Goodwill - Kanawha
Parkways	16. I-77 South Rest Area	\$ n/a \$109,688.62	Goodwill - Kanawha

MASTER STATEWIDE CONTRACT

TEMP 04	Note costing sheet attachments to information previously mailed to members		
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MOTION: Donna Lipscomb moved and Linda Maniak seconded that the contracts be approved as presented by Craig Greening and Ken Kennedy. The motion passed.

Old Business

WV ARF Accounts Receivables – Chris Miller (see handout): Chris reported that:

- The over 60 day receivables were low compared to this same month in the past two years.
- The overall receivables comparison follows:
 - Mar04 = 2.72%
 - Mar03 = 5.63%
 - Mar02 = 5.28%

New Procedural Rule Update – Donna Lipscomb: Donna stated that she intends on filing the new procedural rules at the beginning of May.

Committee Annual Planning for FY2005

During review of the goals for the annual planning, committee members asked for a presentation of the State Use Program budget as requested from a previous meeting. Chris presented the budget as approved by WV ARF. Several committee members expressed that what was presented was not broken out enough into a format that showed separation of State Use funds from the Association's funds. This led to the following motions:

MOTION: Brenda King moved and Everett Sullivan seconded that Chris Miller and Scott Padon work together to develop a budget document, which will meet the needs of the State Use Committee members for annual planning. The motion passed.

MOTION: Dennis Miller moved and Donna Lipscomb seconded that the Investment Account is State Use money, and can only be used for State Use purposes. Guidelines and expenditures will be developed by the CNA and approved by the State Use Committee. The motion passed.

In a continuation of the planning for FY2005, the following was completed:

1. The Committee reviewed and made no changes in the Customers, Vision, and Mission sections.
2. Revisions and recommendations for new goals are noted below
 - a. **(Revision to Goal #1)** Determine Fair Market Price for contracts related to the State Use Program
 - b. **(Replaces Goal #5):** Assure the CNA maintains all appropriate records related to the State Use Program
 - c. **New as Goal #7:** Provide and maintain policies and procedures for fair and equitable assignment of State Use Program contracts.
 - d. **New as Goal #8:** Provide fiscal oversight for the appropriate use of funds generated through the State Use Program
 - e. **New as Goal #9:** Expand CRP participation in the State Use Program

f. **New as Goal #10:** Expand customer and potential customer knowledge and awareness of the benefits of the State Use Program:

- a) CNA will develop marketing plan through web, direct mail, direct presentations, etc.:
1. Develop, maintain and promote the Web Page
 2. Promotional mailing annually to Political Subdivisions, State Agency Heads and procurement/buyer personnel
 3. Update literature

Adjournment

MOTION: Everett Sullivan moved and Dennis Miller seconded to adjourn the meeting. Motion Passed.